

U.S. DEPARTMENT OF ENERGY
WESTERN AREA POWER ADMINISTRATION
ACH PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93—579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY: Western Area Power Administration		
AGENCY IDENTIFIER: WAPA	AGENCY LOCATION CODE: (ALC) 89001602	ACH FORMAT: CCD+
ADDRESS: P. O. Box 3402 Golden, CO 80401-0098		
CONTACT PERSON NAME: Patti Childs, A8210		TELEPHONE NUMBER: (303) 275-1328
VENDOR NO.:	ADDITIONAL INFORMATION:	FACSIMILE NUMBER: (303) 275-1717

PAYEE/COMPANY INFORMATION

NAME:	FED TAXPAYER ID OR SSN NO.: (9 DIGITS)
ADDRESS:	
CONTACT PERSON: (NAME, TITLE, AND SIGNATURE)	TELEPHONE NUMBER: ()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: (ABA)	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

AGENCY COPY

Instructions for Completing WAPA 2200.56

1. **Agency Information Section** — Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency.
2. **Payee/Company Information Section** — Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. **Financial Institution Information Section** — Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title, and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

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PAYEE COMPANY COPY

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FINANCIAL INSTITUTION COPY



Department of Energy

Western Area Power Administration
P.O. BOX 3402
Golden, CO 80401

NOV 06 1996

Dear Vendor,

On April 26, 1996, President Clinton signed into law amendments to 31 United States Code, section 3332, known as the Federal Financial Management Act of 1994, which revise the way that Federal agencies must pay their vendors. The law requires Federal agencies to make electronic payments to all recipients who become eligible to receive such payments on or after July 26, 1996. To comply with these new directives, the Western Area Power Administration (Western) has begun the process of converting our vendors from receiving payments by Fedwire or U.S. Department of the Treasury (Treasury) checks, to the Automated Clearing House (ACH) network payment method known as "Vendor Express."

ACH offers cost savings to the vendors and to the Federal Government. ACH payments by Vendor Express are almost 10 times less expensive to issue than a paper check, and nearly 100 times less than a wire transfer. Also, there are no restrictions on the minimum dollar amount of the payments transmitted through the ACH network, or the number of invoices each vendor can receive payment for on each ACH transmittal.

To assist your company in identifying its payments, Treasury will provide your bank with supporting information for each payment. The addendum record furnished to your bank will contain accounting or payment information (e.g., invoice number, contract number). It is important that you and your bank agree on how and when the addendum information will be provided to your company. We will use the Cash Concentration or Disbursement Plus (CCD+) ACH payment format to transmit your payments and addendum records to your bank. A composition of the Western addendum record is shown in the enclosed example.

We have revised and replaced Standard Form 3881, shown on page 11 of your information booklet, with WAPA Form 2200.56. The Agency Information Section has been completed. Please complete the Company Information Section and have your bank complete the Financial Institution Section. A completed sample form is included in the booklet. Return only the agency copy of WAPA Form 2200.56 to:

Western Area Power Administration
ATTN: Patti Childs, A8210
P.O. Box 3402
Golden, CO 80401-0098

If you want to have payments for different contracts go to different accounts, you will need to file a separate enrollment form for each separate account. Additional enrollment forms are available upon request.

We trust your company will find Vendor Express a prompt, effective, and reliable method for receiving payments; and we look forward to your participation. If you have any questions concerning this change, please contact Patti Childs at (303) 275-1328.

Sincerely,

Kenneth G. Maxey
Chief Financial Officer

Enclosures



Printed on recycled paper